

**CONSTITUTION AND BYLAWS**  
**STATE UNIVERSITY OF NEW YORK**  
**PHYSICAL PLANT ADMINISTRATORS ASSOCIATION**

**CONSTITUTION**

**ARTICLE I – NAME**

The name of this organization is: STATE UNIVERSITY OF NEW YORK PHYSICAL PLANT ADMINISTRATORS ASSOCIATION (SUNY PPAA).

**ARTICLE II – PURPOSE**

The purpose of this Association shall be as follows:

Section (1)

To give organized and effective direction in the development of improved principles and practices of physical plant administration in order that the members may serve more efficiently the educational objectives of their institutions and the State University of New York.

Section (2)

To afford opportunities for interaction among the staff of the State University units in order that they may develop and maintain the highest possible standards in physical plant administration for higher education.

Section (3)

To provide opportunities for effective, concentrated action, in cooperation with State University administrative officials, in all matters affecting the physical plant administration of State University units.

Section (4)

To select and disseminate among the membership new and useful information.

Section (5)

To serve as an advisory group and as consultants (in their areas of competence) to the Central Administration of the State University.

### **ARTICLE III – MEMBERSHIP**

#### Section (1)

The membership of the Association shall be open to and consist of the supervisory and/or management staff of physical plant personnel of each unit of the State University of New York (SUNY), including the SUNY System Administration (SUNY Office for Capital Facilities), along with the members of the facilities/facilities planning and management staff of each SUNY unit, SUNY System Administration, State University Construction Fund of New York (SUCF) and the Dormitory Authority of the State of New York (DASNY). The chief administrator (i.e., Associate Vice President for Facilities/Physical Plant, Physical Plant Director, Facilities Director, or comparable authority) for each unit or division thereof shall designate the membership from his/her unit and acquaint such specific unit's members.

#### Section (2)

All members in attendance at the time a vote is called are eligible to vote.

### **ARTICLE IV – OFFICERS**

The Officers of the Association shall be a President, a First Vice President, a Second Vice President, a Treasurer, and a Secretary who shall be elected biannually at a designated meeting (normally the summer meeting) and thereafter from the membership for a term of two years or until their successors are elected.

### **ARTICLE V – EXECUTIVE BOARD**

#### Section (1)

The Executive Board shall number twelve (12) and shall consist of the officers, the immediate past president plus six representatives reflecting a cross-section of the varied types of educational institutions that comprise SUNY, i.e., University Centers, Comprehensive Colleges of Arts and Science, Medical Universities & Health Sciences Centers, Colleges and Centers for the Health Sciences, Colleges of Technology, Specialized/Statutory Colleges and Community Colleges. Vacancies on the executive board shall be appointed by the remaining executive board in place at the time a vacancy occurs.

One representative each of the SUNY Office for Capital Facilities, SUCF and DASNY may serve as *ex officio* advisors to the Executive Board by invitation of the Executive Board. *Ex Officio* advisors are non-voting members of the Executive Board and shall be appointed by their respective unit heads.

#### Section (2)

Function: The Executive Board shall be the executive body of the Association.

#### Section (3)

Duties: It shall be the Executive Board's duty to coordinate and promote the purposes of the Association. This will include liaison with such committees as are established under Article II of the bylaws.

### **ARTICLE VI – AMENDMENTS**

This Constitution may be amended by a two-thirds (2/3) vote of those members present at any duly announced meeting. The intent to so amend must be made by any active member in writing to the President in sufficient time for the president to share the proposed amendment at least 15 days in advance of the next duly scheduled meeting. Such a request to amend must be on the order of business of such next scheduled meeting.

### **ARTICLE VII**

This Constitution shall be presented at a Regular Meeting whose agenda includes the matter of Ratification. All members shall receive a copy of this Constitution at least two weeks in advance of such meeting. A two-thirds (2/3) vote in favor by those members present shall make this Constitution effective as of the calling of the next regular meeting.

## **BYLAWS**

### **ARTICLE I – OFFICERS**

#### Section (1)

Officers: The officers shall be those cited in Article IV of the Constitution.

#### Section (2)

Election of Officers: The election of officers shall be administered as required in Article IV of the Constitution.

## Section (3)

### President

1. To be the Executive Officer of the Association.
2. To be responsible for preparing the agenda and disseminating the agenda and all supporting material in advance of the meetings of the board.
3. To call and preside over all meetings of the Executive Board and Association.
4. To appoint all Standing Committee chairpersons.
5. To appoint all ad hoc committee chairpersons and members as deemed necessary by the Executive Board.
6. To appoint to vacancies in the officers or the Executive Board, in consultation with the Executive Board.
7. To represent the Association at SUNY Business Officers Association meetings and other official statewide meetings having a direct impact on the association or its membership.
8. Have the power to sign all certificates, contracts, and other instruments of the Association as authorized by the Board of Directors.
9. Provide a year-end report for the Board and the association and provide for the orderly transition of office at the end of his/her term.

### First Vice President

1. Perform the duties and have the powers of the President during his/her absence or disability.
2. Become thoroughly acquainted with the affairs of the Association in order to provide capable leadership in the absence of the President. .
3. Oversee the work of the Standing Committees.
4. Perform such other duties as assigned by the President.

### Second Vice President

1. To provide for hospitality and guest arrangements.
2. To make such special arrangements as may be ordered by the President or the Executive Board.

3. To be winter program chairperson and to make all arrangements for the meetings of the Board and the Association. This Vice President may convene his/her own program committee.

#### Treasurer

1. Record and account for all income and expenses of the Association. .
2. Render a financial report of the Association at the two annual business meeting and at all meetings of the Executive Board.
3. Ensure the accounts of the Association are audited annually by a certified public accountant employed for such purpose and any necessary tax filings are completed on a timely basis.
4. Collect dues from the membership at any such time the Association deems dues may be necessary.
5. Chair the Association's Scholarship Committee.
6. Perform such duties as assigned by the President.

#### Secretary

1. Give due notice of all meetings.
2. Attend all meetings of the Board of Directors and the annual business meetings and be responsible for keeping, preserving and distributing true minutes of the proceedings of all such meetings.
3. Carry out required correspondence.
4. Arrange for the annual update of the SUNY Physical Plant Personnel Directory.
5. Responsible for coordinating all electronic publications/ communications distributed to the membership and published on the website.
6. Perform such other duties as assigned by the President.

## **ARTICLE II – COMMITTEES**

### Section (1)

Standing Committees may be established upon a majority vote of the membership.

### Section (2)

Membership on Standing Committees shall be from physical plant personnel or persons of competence. Invitations may be extended to all persons at each unit who are involved to meet separately in the interest of committee business.

#### Section (3)

Ad hoc committees shall be established, as required, by appointment by the President in consultation with the Executive Board. Such committees shall be discharged upon receipt of their final report or by action of the Executive Board, whichever shall occur first.

#### Section (4)

Standing Committee membership shall be determined by the chair of each of the respective committees, in consultation with the Executive Board.

### **ARTICLE III – MEETINGS OF THE ASSOCIATION**

#### Section (1)

Regular meetings of the Association shall be held at least two (2) times per year.

#### Section (2)

Special meetings shall be called by the President as necessary or at the recommendation of the Executive Board.

#### Section (3)

The Executive Board shall meet as prescribed by its action.

#### Section (4)

The order of business at all meetings of the organization will normally be:

1. Call to Order
2. Approval of Minutes of Last Meeting
3. President's Report
4. Committee Reports
5. Unfinished Business
6. New Business
7. Announcements/Miscellaneous Other Matters
8. Educational Program
9. Adjournment

### **ARTICLE IV – NOMINATIONS AND ELECTIONS**

#### Section (1)

The president shall designate a Nominating committee consisting of at least three (3) members, including one or more past Presidents, when available, and chaired by the immediate past President and designate the meeting date which will include the election. The Nominating Committee shall present a proposed state of nominees at this so designated meeting.

#### Section (2)

Floor nominations may be made only when the nominator has secured the nominee's consent in advance.

#### Section (3)

The vote shall be taken by secret ballot if more than one name is presented for any given office.

#### Section (4)

A majority vote of those present and eligible shall elect any nominated person.

#### Section (5)

All eligible members present at the election shall be allowed to cast one vote per office or one vote per slate of officers.

### **ARTICLE V – FINANCIAL PROVISIONS**

#### Section (1)

Funds: Funds for the support of the Association may come from dues or other sources as deemed appropriate and as approved by the Executive Board.

Expenditures: Bills for all expenditures shall be presented to the Treasurer in writing or by invoice for payment.

### **ARTICLE VI – PARLIMENTARY AUTHORITY**

The rules contained in Robert's Rules of Order shall apply when necessary. A parliamentarian shall be appointed by the President when deemed necessary.

### **ARTICLE VII – AMENDMENTS TO THE BYLAWS**

These bylaws may be amended upon receiving a majority vote of all duly present members at a meeting of the Association Proposed amendments must be sent to each unit member at least two weeks in advance of being introduced as an order of business.

## **ARTICLE VIII – DISSOLUTION**

In the event of dissolution, all of the remaining assets and property of the association shall after necessary expenses thereof be distributed to such organizations as shall qualify under section 501(c) (3) of the Internal Revenue Code, or corresponding provisions of any subsequent Federal tax laws; or to the federal government, or to a state or local government, for a public purpose.

## **ARTICLE IV – NON-INUREMENT**

No part of the net earnings of the association shall inure to the benefit of any member, trustee, director, officer of the association, or any private individual (except that reasonable compensation may be paid for services rendered to or for the association), and no member, trustee, officer of the association or any private individual shall be entitled to share in the distribution of any of the assets on dissolution of the association.

## **ARTICLE X – RESTRICTIVE LEGISLATION**

No substantial part of the activities of the association shall be carrying on propaganda, or otherwise attempting to influence legislation (except as otherwise provided by Internal Revenue Code section 501 (h) or participating in, or intervening in (including the publication or distribution of statements), any political campaign on behalf of any candidate for public office.

## **ARTICLE XI – RESTRICTIVE PURPOSES AND ACTIVITIES**

Notwithstanding any other provision or these articles, the association is organized exclusively for one or more of the following purposes: religious, charitable, scientific, testing for public safety, literary, or educational purposes, or to foster national or international amateur sports competition or for the prevention of cruelty to children or animals, as specified in section 501 (c) (3) of the Internal Revenue Code of 1954, and shall not carry on any activities not permitted to be carried on by an organization exempt from Federal income tax under section 501 (c) (3) or corresponding provisions of any subsequent Federal tax laws.

Adopted: December 7, 1988

Amended: January 25, 2017

Attested:

President



First Vice President

Second Vice President

Secretary/Treasurer